



**Jersey City, New Jersey
Department of Housing, Economic Development and
Commerce**

**SOLICITATION
FOR TECHNICAL PROPOSALS
TWO STEP PROCUREMENT PROCESS**

**Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard
Concept Development Study**

A short list will be developed based on the scores from Technical Proposals received and evaluated. The Technical Proposal score will represent 75% of the overall score for the short listed firms. Short listed firms will be required to give an Oral Presentation representing 25% of the overall score.

Note: A short list is comprised of at least the top three ranked firms.

DATE OF SOLICITATION: December 12, 2008	LAST DATE TO SUBMIT QUESTIONS: December 29, 2008
DATE OF INFORMATION SESSION: December 18, 2008	PROPOSAL DUE DATE: January 13, 2009
LAST DATE TO REQUEST PROJECT MATERIALS: December 22, 2008	DATE OF ORAL PRESENTATIONS: February 3, 2009

PROJECT DESCRIPTION:

This posting calls for the completion of the concept development phase, including identification and development of alternatives that meet the project needs. In addition, the consultant will be responsible for the preparation of an Environmental Screening pursuant to the National Environmental Policy Act as implemented by Federal Highway's procedures 23 CFR 771. In addition, compliance with Section 6002 of SAFETEA LU will be required. Together with the alternatives development, and the required Public involvement process, this effort will lead to the advancement of one or more alternatives to Feasibility Assessment that meets the project need and minimizes impacts to the environment.

PROJECT MATERIALS UPON REQUEST

The following background documents are available upon request:

- Bayside Redevelopment Study (Vision for the future of the Route 440 corridor in Jersey City)
- Build Out Analysis to 2050 from draft Jersey City Circulation Element
- Bayfront I Redevelopment Plan
- Hackensack River Edge Redevelopment Plan
- NJCU West Campus Redevelopment Plan
- Water Street Redevelopment Plan
- New Jersey Turnpike Authority / URS Toll Plaza Improvement Studies Interchanges – Section on Interchange 14A (Pages 3-24 through 3-30)
- Honeywell's November 4, 2008 aerial photography of the Route 440 / Route 1&9T corridor in Jersey City

PROJECT MATERIALS ONLINE

The following background documents are available for download:

- Presentation on Bayfront I Redevelopment Plan at http://www.anelessen.com/files/Final_Presentation_Bayfront_I_4.17.2008_Reduced
- Comprehensive Port Improvement Plan at <http://www.panynj.gov/DoingBusinessWith/seaport/html/cpip.html>
- NJ DOT Portway Plan at <http://www.state.nj.us/transportation/freight/portway>
- Port Inland Distribution Network at <http://www.panynj.gov/doingbusinesswith/seaport/pdfs/PIDN.pdf>
- NJTPA Transportation 2035 Symposium Audio & PowerPoint files at http://www.rtp2035.org/past_events.php
- Bayonne Final Local Roadway Connector Study at <http://www.bayonnelra.com/reports.htm>

ELIGIBLE FIRMS

See the attached list of firms that are presently prequalified for this project. These firms are eligible to submit a Technical Proposal. If your firm is not on this list, your Technical Proposal will only be accepted if your firm becomes prequalified with the NJDOT **as of 3:00 PM on the closing date of this solicitation** in the following discipline(s) and level of service. Firms are urged to call the Manager, Bureau of Professional Services at 609-530-2452 if your firm is not on the attached eligible firm listing but intends to submit a Technical Proposal. Jersey City recommends that prospective consultant firms partner with other firms in order to meet the needs of this project.

DISCIPLINE(S)	LEVEL OF SERVICE
H-1 Highway Design	B
T-7 Transportation Planning	B
B-1 Bridge Design	A
E-3 Environmental Assessments	A

In addition to these discipline, it will be essential that the consultant and/or his sub-consultants have experience in the following: Urban Multi-Use Boulevard Design, Truck Specific Origin and Destination Surveys, Environmental Assessment/EIS, Environmental Justice, Historic Architectural Surveys/Mitigation, Hazardous Waste Screening, Air Quality, Noise, Socioeconomic, Land Use and other areas of expertise that are itemized in Part 2 through Part 5 below.

Sub-consultants that plan to participate in this solicitation must be cost basis approved by the NJDOT **as of 3:00 PM on the closing date of this solicitation**. Failure to comply with this requirement may result in disqualification from the Project.

Firms wanting to Joint Venture may do so by returning a completed Statement of Joint Venture as part of their submission of a Technical Proposal. Each firm participating in the Joint Venture must be prequalified by the NJDOT. Each discipline and level of service requirement of a project must be satisfied by at least one member of the Joint Venture. See the instructions for a link to the joint venture firms.

INFORMATION SESSION AND CONSULTANT'S QUESTIONS

An information session will be held on **Thursday, December 18 at 2 PM** at the Jersey City Department of Housing, Economic Development, and Commerce at 30 Montgomery Street, in the large conference room on the 14th Floor, in downtown Jersey City, during which prospective consultants may have the opportunity to ask questions and receive answers. Pre-registration is required to attend this session. To pre-register, e-mail name of individual, firm name, address and telephone number no later than **4 PM on Wednesday, December 17** to douglas@jcnj.org. Specify **"Concept Development Study Information Session"** in the subject line. Attendance at this session is optional. Information that is provided at this session will not necessarily be distributed to individuals or firms who do not attend this session.

All other questions pertaining to this RFP must be submitted to the Project Manager in writing via e-mail to douglas@jcnj.org no later than **4 PM on Monday, December 29, 2008**. Specify **"Concept Development Study Question"** in the subject line. All questions and answers will be posted on the

City of Jersey City website at <http://www.jerseycitynj.gov/pub-contracts.aspx>

The project manager is:

Douglas Greenfeld, AICP, PP
Supervising Planner
Jersey City Department of Housing, Economic Development and Commerce
Office of the Director
30 Montgomery Street, Suite 1400
Jersey City, NJ 07302
Fax: (201) 547-6566
E-mail: douglas@jcnj.org

Prospective proposers may not engage in contact or communication on any aspect of this notification with any member of the Technical Advisory Committee, its constituent members, the City of Jersey City, the North Jersey Transportation Planning Authority, New Jersey Department of Transportation, New Jersey Turnpike Authority, or the Port Authority of New York and New Jersey, except by the process described herein.

PROCUREMENT PROCESS

TWO STEP PROCUREMENT PROCESS. Recommendations to the Consultant Selection Committee to request Oral Presentations from a limited number of consultants will be based on the evaluation criteria listed in **Table A**. A short listing is anticipated to be made during January, 2009.

CERTIFIED FIRM UTILIZATION

Federal Goal 15.7 % ESBEs	Participation on Federally funded projects shall consist of ESBEs and/or DBEs. Firms certified as DBEs are considered as ESBEs.
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An updated DBE/ESBE list may be obtained from the NJ DOT Web Site at: <http://www.state.nj.us/transportation/business/procurement/ProfServ/information.shtm> or by contacting the Office of Civil Rights/Affirmative Action at 609-530-3009. All firms to be utilized to meet the Goals should be listed under the Administrative Requirements in Section 2 of the solicitation. Failure to make a good faith effort to meet the established goal may be cause for canceling negotiations with a selected firm and selecting a new firm.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINESS ENTERPRISE (ESBE) PARTICIPATION

Disadvantaged Business Enterprise (DBE):

A federal requirement that must be addressed is the mandated Disadvantaged Business Enterprise (DBE) participation. A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26 and FTA C 4716.1A, as "a small business concern (from Section 3 of the Small Business Act), which is:

1. at least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals: and
2. whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are:

"Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" (disadvantaged pursuant to Section 8 of the Small Business Act).

Emerging Small Business Enterprise:

The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000.

All appropriately certified DBEs fall into this definition due to their size.

DOCUMENTATION BY CONSULTANT:

The City of Jersey City has a long-standing commitment to maximize business opportunities available to disadvantaged and emerging small business enterprises (DBE/ESBE). The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue Disadvantaged Business Enterprises (DBEs) and Emerging Small Businesses (ESBEs) for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The prime consultant must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm/(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. For studies drawing on federal funding under an NJTPA grant, the ESBE goal shall be at minimum 15.7%.

If, at any time you intend to subcontract or modify any portion of the work already under contract, or

intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you must notify the City of Jersey City in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE participation rate for the consultant's contract is in danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for a DBE/ESBE Goal Exemption Modification.

Good Faith Efforts:

To demonstrate sufficient reasonable efforts to meet the DBE or ESBE contract goals, a contractor shall document the steps it has taken to obtain DBE or ESBE participation, including but not limited to the following:

1. Attendance at an information meeting, if any, to inform the DBEs or ESBEs of prime contracting and subcontracting opportunities under a given solicitation.
2. Advertisement in general circulation media, trade association publications, and small business publications at least 20 days before proposals are due. If 20 days are not available, publication for a shorter reasonable time is acceptable.
3. Written notification to DBEs or ESBEs that their interest in the contract is solicited;
4. Efforts made to select portions of work proposed to be performed by DBEs or ESBEs in order to increase the likelihood of achieving the stated goal;
5. Efforts made to negotiate with DBEs or ESBEs for specific proposals including at a minimum:
 - a. The names, addresses and telephone numbers of DBEs or ESBEs that were contacted;
 - b. A description of the information provided to DBEs or ESBEs regarding the scope of work for the specified solicitation; and
 - c. A statement of why additional agreements with DBEs or ESBEs were not reached;
6. Information regarding each DBE or ESBE the contractor contacted and rejected as unqualified and the reasons for the contractor's conclusion;
7. Efforts made to assist the DBE or ESBE in obtaining bonding or insurance required by the contractor.

NOTE: If the City of Jersey City or the NJ DOT determine that the apparent successful contractor has failed to meet the requirements of this section, the contractor will be afforded the opportunity for an administrative reconsideration of that determination prior to the award or rejection of the contract. As part of the administrative reconsideration process, the contractor will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The City of Jersey City will send the contractor a written decision on reconsideration, explaining the basis for the finding that the contractor did or did not meet the goal or make adequate good faith efforts to do so.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION REQUIREMENTS

CONSULTANT IS REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 ET SEQ. AND N.J.A.C. 17:27 (SEE MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS). CONSULTANT FOR GOODS AND SERVICES, THAT ARE NOT

SUBJECT TO A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM SHALL SUBMIT TO THE PUBLIC AGENCY, ONE OF THE FOLLOWING THREE DOCUMENTS:

- i. Appropriate evidence that the contractor is operating under an existing federally approved or a sanctioned affirmative action program; or
- ii. A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA 302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Questions in reference to EEO/AA Requirements for Goods, Professional Services, and General Service Contracts should be directed to:

Ms. Jeana F. Abuan
Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration
Office of Equal Opportunity/Affirmative Action
280 Grove Street, Room 103
Jersey City, NJ 07302
Tel: (201) 547-4533
Fax: (201) 547-5088
E-mail Address: abuanJ@jcnj.org

The attached EEO/AA forms must be completed and submitted with proposals.

SUBMITTAL DUE DATE / TIME

Submissions should be divided into separate technical and cost proposals. The technical proposal must consist of fifteen (15) copies separately bound. Proposers must submit one (1) cost proposal in a separate sealed envelope labeled **“Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study.”** The Submission must also include a CD with the full technical proposal package in Adobe Acrobat format.

Proposals must be submitted by 4 PM on Tuesday, January 13, 2009 to:

**Mr. Peter Folgado, RPPS, Director
Jersey City Division of Purchasing
1 Journal Square Plaza
Jersey City, NJ 07306**

Any proposals received after this time will be rejected. Proposals may be submitted in person, or may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service. Proposals sent by U.S. mail must be received by the purchasing agent no later than 4:00 PM of the last business day before the proposal due date. The City shall not be responsible for the loss, non-delivery or physical condition of proposals sent by mail or courier service.

Consultant's proposal is prepared at its own cost and expense. The City will not be responsible for paying any of the costs or expenses associated with the preparation or submission of a proposal. **The contract between the City and the selected consultant shall incorporate all items contained within this RFP and within the proposal by reference.**

A party responding to the RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization, it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a partnership, it shall list the names of all partners who have an interest of 10% or more. If a party responding to this RFP is a corporation, it shall list the names of those stockholders holding 10% or more of the outstanding stock.

This RFP constitutes an invitation to submit proposals to the City. The City reserves the right in protection of the best interests of the City to waive any technical error, to reject any proposal, or any part thereof, for any reason whatsoever or to reject all proposals for any reason whatsoever.

COST PROPOSAL

The separate cost proposal must be a cost plus fixed fee proposal with a cap. Proposers must submit a cost proposal itemized by each major task and sub-task that is contained in the Scope of Services of this RFP, which is inclusive of all expenses. All consultants and sub-consultants must be cost basis approved by NJ DOT.

Please see the sample budget attached to this RFP. The consultant must submit the following:

- a list of all personnel working on the study, including sub-consultants, with job titles
- the hours per task for each employee
- the hourly wage rate for each employee with the effective date of hourly wage rates
- identification of DBE/ESBE firm(s) on the consultant team (a minimum of 15.7% of total budget must be allocated to the DBE/ESBE firm(s))
- overhead
- other direct expenses
- fee
- the length of time that the cost proposal is considered valid

POST EMPLOYMENT RESTRICTIONS OF THE NJ CONFLICTS OF INTEREST LAWS

Firms are advised to be aware of Post Employment restrictions for ex-NJDOT and ex-Jersey City employees who are utilized for work under this technical proposal. Failure to comply with this may result in disqualification from the Project. Refer to NJSA 52:13D-17 which states:

No State officer or employee or special State officer or employee, subsequent to the termination of his office or employment in any State agency, shall represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, or agree to represent, appear for, negotiate on behalf of, or provide information not generally available to

members of the public or services to, whether by himself or through any partnership, firm or corporation in which he has an interest or through any partner, officer or employee thereof, any person or party other than the State in connection with any cause, proceeding, application or other matter with respect to which such State officer or employee or special State officer or employee shall have made any investigation, rendered any ruling, given any opinion, or been otherwise substantially and directly involved at any time during the course of his office or employment. Any person who willfully violates the provisions of this section is a disorderly person, and shall be subject to a fine not to exceed \$500.00 or imprisonment not to exceed six months, or both.

Also, refer to Section 33-1 of the City ordinance states which states:

"No employee of the City, whether paid or unpaid, shall for a period of one (1) year after leaving employment receive any compensation from any person, firm or entity in relation to any case, application, project or matter with which the employee was directly concerned or in which the employee directly participated or with respect to which the employee had access to special knowledge or information during the employee's employment with the City of Jersey City."

CONTRACTUAL PROHIBITION AGAINST CONFLICTS OF INTEREST

Firms are advised that for the duration of the Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study they and their sub-contractors must avoid conflicts of interest and may not enter into contract with, or otherwise work for, any owner of private property in Jersey City. "Owner" shall be liberally construed to include owner's representative, property manager, attorney or other entity who may represent the interests of the property owner. Firms and their sub-contractors are also advised that for the duration of the Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study they and their sub-contractors may not enter into contract with, or otherwise work for, any contractor doing business in Jersey City, or any developer doing business in Jersey City. "Contractor" and "Developer" shall be liberally construed to include any entity who may represent the interests of the contractor or developer.

BUSINESS REGISTRATION FOR PROVIDERS OF GOODS AND SERVICES

Pursuant to N.J.S.A. 52:32-44, Consultant shall submit with its proposal a copy of its Business Registration Certificate issued by the State of New Jersey Department of Treasury.

Questions regarding how to obtain a BRC can be directed to the Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at [The Department of Treasury - Business Registration](#) or [The Division of Revenue - Getting Registered](#).

SCOPE OF WORK

1) Project Purpose

The purpose of this project is to prepare a Concept Development study for the creation of a multi-use urban boulevard along Route 440/Routes 1&9 Truck in Jersey City and to determine if it is possible to remove through truck traffic from Route 440/Routes 1&9T in Jersey City. The product of this project shall be the identification of a preferred alternative (and associated projects) to advance to the next phase of project development, Feasibility Assessment.

2) Project Location/Study Area

The project area for the new multi-use urban boulevard is comprised of Route 440 and Routes 1&9 Truck between the Bayonne border and the former Charlotte Circle in Jersey City. The study area for the removal of through trucks will be larger in order to understand the regional movement of trucks and to identify truck routing alternatives from a regional perspective. This larger study area will include, but may not be limited to, the following municipalities in New Jersey: Bayonne, Newark, Kearny, and Elizabeth.

3) Project Background

In 2003-2004, the City of Jersey City, New Jersey City University, and the Jersey City Board of Education collaborated on the Bayside Development Study, which was prepared by A. Nelessen Associates in conjunction with NJIT and Rutgers University. The purpose of the study was to create a plan to revitalize underutilized sites in the 1300-acre study area on the west side of Jersey City with redevelopment in line with Smart Growth and transit-oriented development principles. The preparation of the study included extensive public outreach, including meetings with stakeholders and visioning workshops. The creation of a multi-use urban boulevard to replace the existing Route 440/Routes 1&9T emerged as a recommendation of this study.

Currently, Route 440/Routes 1&9T is a four-lane arterial on the west side of Jersey City. Various big-box retailer, shopping centers and industrial users have frontage on Route 440/Routes 1&9T. Consequently, the Route 440/Routes 1&9T vicinity is oriented towards the automobile, despite its proximity to densely-populated residential neighborhoods. The City's vision is to turn the auto-oriented highway into a tree-lined, pedestrian and bicycle-friendly multi-use urban boulevard with separate travel lanes for through-traffic and local traffic.

Plans to redevelop the Jersey City's west side advance swiftly, bringing tremendous changes to the character of this area. As many as 19,000 residential units in various mixed-use communities along Route 440/Routes 1&9T in Jersey City are anticipated. A re-designed Route 440/Routes 1&9T will serve as this neighborhood's main street through improved connectivity with the existing and future local street network.

In order to minimize noise and air quality impacts to planned new neighborhoods and to improve traffic flow and the pedestrian experience, Jersey City is seeking to eliminate thru truck traffic from Route 440/Routes 1&9T. However, Jersey City also recognizes that port activity in Bayonne and in Jersey City may increase dramatically in coming years, which may generate

increases in truck traffic on various routes including Route 440/Routes 1&9T in Jersey City. Therefore, this effort should not only result in a preferred alternative for the urban boulevard but should also identify means to divert freight movement away from Route 440/Routes 1&9T in Jersey City, which may consist of alternate truck routes, expansion of rail systems that would minimize local truck volumes, use of water borne vessels, and/or other means. This effort should also identify means to manage truck traffic on Route 440/Routes 1&9T should diversion of through trucks prove impractical.

4) Project Goal

The goal of this project is to create an multi-use urban boulevard, following complete streets principles, that is bicycle-friendly, pedestrian-friendly, and traffic-calmed with minimal truck traffic and separate lanes for through traffic and local traffic that serves as a main street for the planned redevelopment in the neighborhood.

5) Summary of Issues and Concerns

The consultant shall perform or consider items on the list below:

- a) Determine how truck and non-truck movements and volumes will change on the Route 440/Routes 1&9T corridor over the short, medium, and long terms as local development and transportation projects are implemented, as changes to port volume and the location of port activity occur, and as various regional road and rail freight movement projects are implemented.
- b) Determine extent (length), width, and precise right-of-way alignment to create multi-use urban boulevard. Precise delineation of the right-of-way alignment is needed to establish build-to lines for adjacent neighborhood development in the short term. It may be the case that the right-of-way needs to be designed to accommodate more than one possible scenario or the potential for changes to occur in the boulevard over time as conditions may warrant. Consideration must be given to all existing and anticipated future cross streets, including attention to the intersection of Lincoln Highway/Communipaw Avenue and Route 440.
- c) Plan for grand and meaningful entrance gateways to Jersey City at the intersection of Lincoln Highway/Communipaw Avenue and Route 440, and at the north and south ends of the Route 440 / 1&9T corridor.
- d) Identify constraints and opportunities due to existing infrastructure, historic resources (e.g., Bayonne water main and Morris Canal) and environmental conditions.
- e) A new street grid is planned for the Bayside I redevelopment area and the larger Bayside redevelopment study area. Is there also a need to reconfigure or relocate existing nearby Jersey City streets in the area surrounding the Route 440 corridor to support vehicular, bicycle and pedestrian traffic flow on the Route 440 corridor and throughout the Bayside redevelopment study area.
- f) Determination of low, medium and high port development scenarios and amount of increase in truck traffic on Route 440/Routes 1&9T corridor due to anticipated expansion of port activity in Bayonne and in Jersey City, as well as other local generators. Bayonne Bridge air draft limitations may hasten growth in Hudson County, NJ port activity. However, the U.S. Army Corps of Engineers is studying the larger regional shipping industry operational impacts of the expansion of the Panama Canal, including possible goods transfer to smaller ships at remote

locations prior to entry into U.S. waters.

- g) Current limitations of New Jersey Turnpike Authority's Casciano Bridge, and interchanges at exit 14 and 14A.
- h) Impact of Pulaski Skyway long term repair needs on traffic and availability of funds for other projects.
- i) Capacity of existing rail systems.
- j) Truck route diversion alternatives may require new roads, lanes, bridges, interchanges, rail and/or other facilities in Hudson, Essex and/or Union Counties in New Jersey, and/or Richmond County (Staten Island) in New York. Non-diversion alternatives also need to be examined that would identify methods of truck demand management and truck impact mitigation.
- k) Potential to designate port access recommendations resulting from this effort as projects of national significance
- l) Grade-separated Hudson-Bergen Light Rail crossing of Route 440 as part of extension of existing light rail system.
- m) Requires coordination with Jersey City, NJDOT, NJTPA, Port Authority of New York and New Jersey, NJ Turnpike Authority, NJ Transit, Hudson County, and the cities of Bayonne, Newark, Elizabeth, Kearny, and other key stakeholders to ensure that recommendations are supportive of local and regional needs and objectives.
- n) Identify funding mechanisms for recommendations with consideration of timing of implementation of redevelopment activities and of changes in port operations.
- o) Identify any legal or regulatory obstacles.
- p) Significance and relevance of NJ Access Network and Truck Route Designations
- q) Impacts of changing global economic conditions on port activity
- r) Impacts of increasing fuel costs on global trade and on local port activity.
- s) The spatial pattern of Environmental Justice communities in Jersey City and surrounding jurisdictions.
- t) Opportunities for reductions in green house gas emissions.

6) Project Management and Communication

The selected consultant will work under the direction of the Jersey City Department of Housing, Economic Development and Commerce (HEDC) Office of the Director. The HEDC Director's Office Supervising Planner shall serve as project manager or "point person" for the City. The HEDC Director's Office and the Jersey City Division of City Planning shall review all work processes and draft work products throughout the planning process, and will coordinate and facilitate all communication between the consultant, Jersey City staff, the Technical Advisory Committee, Stakeholders Group, elected public officials and the general public.

Technical Advisory Committee

A Technical Advisory Committee (TAC) has been convened to guide the effort. The TAC consists of technical professionals from various Jersey City departments, North Jersey Regional Transportation Planning Authority, New Jersey Department of Transportation, Port Authority of New York and New Jersey, and the New Jersey Turnpike Authority. The TAC will meet as a group on a monthly basis throughout the study process to guide the process, and it will also serve as a technical resource for the selected consultant. The TAC will review the data collection methodology and other work when applicable, and will review all consultant task deliverables. The TAC will meet regularly throughout the duration of the project, and the consultant team shall

incorporate monthly TAC meetings into the schedule. Meetings with the TAC do not constitute public outreach.

Stakeholders Group

The consultant team with City assistance shall identify and reach out to stakeholders that may include, but not be limited to: governmental representatives from Jersey City and surrounding jurisdictions, property owners, developers, port operators, railroads, trucking companies, and residents. The consultant team with City assistance shall hold meetings of the stakeholders group, focus groups, and/or with individual stakeholders to provide education about the project and to obtain stakeholder input.

Meetings with Local Elected Officials

Meetings with local elected officials in Jersey City and surrounding jurisdictions may be required.

Public Meetings and Hearings

The stakeholder team shall advertise and conduct open public meetings or drop in sessions to educate the general public about the project and to obtain public input. All presentation materials shall be in English and Spanish.

Progress Reports

The consultant shall provide monthly written progress reports.

Progress Update Meetings

The consultant will meet regularly with Jersey City staff to provide progress updates, present and review work in progress, and discuss project administration. The consultant will also provide progress updates to the members of the Technical Advisory Committee (TAC) as part of regularly scheduled TAC meetings.

7) Scope of Services and Deliverables

Note: All deliverables must be in a digital, industry-standard format to be approved by Jersey City staff. All consultant work products shall be the property of the City of Jersey City and shall be conveyed to the City prior to final payment.

Note: The tasks and associated task deliverables described in the Scope of Services are a **minimum**. The proposer may include additional tasks and deliverables in the proposal.

Task 1: Prepare Purpose and Need Statement

The consultant shall prepare a Purpose and Need Statement in accordance with the requirements of the National Environment Policy Act (NEPA) and obtain acceptance by the regulatory agencies.

Task 1 Deliverable: Purpose and Need Statement

Task 2: Data Collection

Data collection will allow the consultant to accurately assess the existing conditions in both the 440/1-9T boulevard study area and the regional truck movement analysis study area and to project future conditions in order to develop and evaluate the boulevard and truck route alternatives. All of the following sub-tasks shall be completed:

- A. The consultant shall become familiar with all relevant existing local, regional, and state land use, redevelopment, port, and transportation system (including all modes) plans, including land use and port plans for neighboring municipalities and counties where relevant. The consultant shall become familiar with Jersey City streets and highways sufficiently to understand any potential impact of truck diversions to local streets that are not adjacent to the Route 440/Routes 1&9T corridor. The City and the Technical Advisory Committee shall provide assistance with providing information, obtaining relevant documents and arranging meetings with stakeholders and experts as needed.
- B. The consultant shall collect sufficient data to determine existing conditions as well as how truck and non-truck movements and volumes will change on the Route 440/Routes 1&9T corridor over the short, medium, and long terms as local development and transportation projects are implemented, as changes to port volume and the location of port activity occur, and as planned regional freight movement projects are implemented. As one part of this sub-task, the consultant shall design and administer an origin-destination survey of truck traffic on Route 440/Routes 1&9T in Jersey City. The purpose of this survey shall be to determine the origins and destinations of truck traffic, truck-trip routes, the types of trucks using the facilities, trip time of day/week, the amount of local traffic versus thru traffic. As another part of this sub-task the consultant shall design and administer an origin-destination survey of non-truck traffic on Route 440/Routes 1&9T in Jersey City. Both origin and destination studies shall address both Jersey City's needs and regional transportation needs. Both surveys shall be reviewed by the Technical Advisory Committee prior to implementation.
- C. The consultant shall prepare a land survey to determine the right-of-way for a new multi use boulevard to replace the existing Route 440/Routes 1&9T roadway in Jersey City.
- D. The consultant shall identify all existing utility infrastructure, historic resources (including the location of the Morris Canal), environmental, geotechnical and any other conditions in the vicinity of the existing Route 440/Routes 1&9T roadway in Jersey City that may impact boulevard design and/or NEPA review.
- E. The consultant shall identify any relevant studies or previous plans in the area focused on infrastructure improvements, freight traffic, and truck traffic (including NJDOT, NJTPA, PANYNJ, etc.)
- F. The consultant shall obtain from NJ Transit all available information that is needed to design the boulevard to accommodate a grade separated light rail crossing of Route 440.

- G. The consultant team shall conduct a legal review of all of the steps that are required at the state and federal levels to convert Routes 440 and 1&9 Truck to the multi-use urban boulevard and to divert through trucks from the boulevard.
- H. The consultant team shall identify any other data that may need to be collected to support the identification and development of potential alternatives and the environmental screening tasks below.

The consultant shall coordinate with the project teams for two concurrent efforts: the preparation of a new Circulation Element of the Jersey City Master Plan, which will be complete by June 2009, and NJ Transit's examination of the extension of the Hudson-Bergen Light Rail from its current terminus at West Side Avenue station to the Bayfront I redevelopment plan area, which will require the crossing of Route 440.

The technical proposal must include a detailed methodology for each of the sub-tasks above, including but not limited to the discrete truck origin-destination and non-truck origin-destination surveys.

Task 2 Deliverable: Technical Memorandum that describes the data reviewed and collected and the findings under all of the sub-tasks above. All data and model files (inputs, controls, outputs) developed for this project.

Task 3: Forecast Future Conditions

In order to identify concepts and alternative truck routes, the consultant must understand current conditions and the anticipated conditions in the study area over the short, medium, and long terms.

Information that should be collected and incorporated in the development of alternatives includes at a minimum the following sub-tasks:

- A. Traffic model forecasting. The consultant shall forecast both local *and* regional general traffic and truck traffic under short, medium and long term scenarios, under low and high port development scenarios, and under various truck diversion scenario alternatives that are to be identified under task 5. It is recommended but not required that the consultant expand the North Jersey Transportation Planning Authority's North Jersey Regional Transportation Model – Enhanced (NJRTME) and/or the New Jersey Department of Transportation's New Jersey Model and/or the Port Authority of New York and New Jersey's Micro Simulation Model. Traffic modeling shall result in traffic volume forecasts, level of service forecasts, capacity analysis, and queuing analysis for general traffic and for truck traffic. The consultant shall validate results that are developed in this task against other available data (e.g., traffic counts or NJDOT Congestion Management System data.)
- B. Future Land Use. This not only includes the land use on the corridor itself, but neighboring areas and municipalities, particularly existing industrial or port support areas.
- C. Economic Development impacts (potential impacts on the employment base and industrial sector businesses if through trucks are removed from the corridor).
- D. Financial impact (potential impacts on financial/tax revenue) based on changes in land use,

- employment, and business activities if through trucks are removed from the corridor.
- E. Preliminary analysis of environmental impacts.

The technical proposal must include a detailed methodology for each of the sub-tasks above.

Task 3 Deliverables: Technical Memorandum that summarizes the forecast methodology and the results for the short, medium, and long terms for multiple alternative scenarios for each sub-task. All data and model files (inputs, controls, outputs) developed for this project.

Task 4: Develop Transportation and Urban Design Principles and Guidelines

The consultant shall develop transportation and urban design principles and guidelines in conformance with the recommendations of the Bayside Redevelopment Study and the Jersey City Mobility 2050 plan that will guide operational and aesthetic considerations when developing alternatives for the multi-use urban boulevard. These principles and guidelines shall address bicycle facilities, pedestrian accommodations (including accommodations for pedestrian crossings of the boulevard at multiple locations), vehicular access, movements of both local and through traffic, bus route, emergency vehicle, and snow removal accommodations. The principles shall also address accommodations for a grade-separated light rail crossing of route 440 and safe and efficient pedestrian crossing of Route 440 to access a new light rail station on the West side of Route 440. The principles shall also address city grand entrance gateway requirements at the North and South ends of the Route 440 / 1-9T corridor and at Lincoln Highway/Communipaw Avenue.

Task 4 Deliverable: Transportation and urban design principles and guidelines.

Task 5: Identify Alternatives

The following two sub-tasks may be conducted in order shown, concurrently or in reverse order, as needed:

- A. The consultant shall develop at least 3-5 alternatives for the multi-use urban boulevard concept for the Route 440 / 1-9 Truck corridor between St. Paul's Avenue (Charlotte Circle) and the Bayonne Border that are consistent with the transportation and urban design principles and guidelines developed in Task 4, which shall accommodate various realistic levels of truck diversions from the route, including "no truck diversions" and "all through trucks diverted" scenarios, and which shall accommodate a grade-separated light rail crossing of Route 440 in the vicinity of Culver Avenue, and which shall accommodate multiple pedestrian crossings, including safe and efficient pedestrian access to a new light rail station on the West side of Route 440, and which address all of the issues and concerns contained in the Summary of Issues and Concerns above. Non-diversion alternatives shall identify methods of truck demand management and truck impact mitigation. One of the alternatives shall be a no-build alternative.
- B. Based upon the results of tasks two (data collection) and three (forecasting) above,

the consultant shall identify for the short, medium and long term port build out scenario all possible options for diverting through trucks away from Route 440 / 1-9 Truck in Jersey City between St. Paul's Avenue (Charlotte Circle) and the Bayonne Border, including road, rail and waterborne alternatives, which address all of the issues and concerns contained in the Summary of Issues and Concerns above. The consultant shall also identify opportunities for each roadway alternative that is identified to provide parallel bicycle and pedestrian accommodations and to use Context Sensitive Solutions. The alternatives shall include a "no-diversion" alternative.

The technical proposal shall include a detailed description of the proposed methodology for identifying alternatives and the level of detail that will be provided for each alternative that is identified.

Task 5 Deliverables:

Sub-task A: Report on methodology for identification of alternatives. Description of alternatives with text, maps, and drawings. Survey-level delineation of new rights-of-way for boulevard alternatives and a survey level delineation of a new right-of-way that accommodates all boulevard alternatives .

Sub-task B: Report on methodology for identification of alternatives. Description of alternatives with text, maps, and drawings.

Task 6: Perform Environmental Screening and Preliminary Air Quality Conformity Analysis

The consultant shall perform an environmental screening of all boulevard and truck-route alternatives in accordance with NJ DOT and NEPA requirements. The consultant shall perform a preliminary ambient air quality analysis based on the anticipated build out of Jersey City as determined by Jersey City Mobility 2050, in support of an air quality conformity analysis of alternatives by the North Jersey Transportation Planning Authority. The consultant shall perform a preliminary noise impact assessment of all truck route alternative, including an assessment of noise impacts to future residential uses along the boulevard under a "no truck diversion" scenario. **The technical proposal must include a detailed methodology for the environmental screening and preliminary air quality conformity analysis.**

Task 6 Deliverable: Environmental screening documentation.

Task 7: Prepare Cost Estimates

The consultant shall prepare cost estimates for construction and operation of all alternatives.

Task 7 Deliverable: Detailed cost estimates.

Task 8: Identify Potential Funding Mechanisms

The consultant shall identify potential sources of funding to cover construction and operating costs for concepts and truck route alternatives.

Task 8 Deliverable: Report on potential funding mechanisms.

Task 9: Evaluate Boulevard and Truck-Route Alternatives

The consultant shall evaluate all boulevard alternatives to identify a preferred boulevard alternative that meets the City's goal of creating a multi-use urban boulevard, following complete streets principles, that is bicycle-friendly, pedestrian-friendly, and traffic-calmed with minimal truck traffic and separate lanes for thru traffic and local traffic that serves as a main street for the planned redevelopment in the neighborhood. Identification of the preferred alternative shall consider impacts to traffic flow and local quality of life.

The consultant shall also evaluate all truck diversion alternatives to identify fatal flaws, likely number of truck diversions and traffic flow impacts on the multi-use urban boulevard over the short, medium and long term, and impacts on quality of life, air quality and noise quality on new mixed use development along the Route 440 / 1-9T corridor, and funding opportunities. The consultant shall make recommendations with respect to further study requirements.

The consultant team shall also evaluate the impacts to Environmental Justice communities for all boulevard and truck diversion alternatives, including a no-build alternative for the boulevard and a no-diversion alternative with respect to truck diversions.

The technical proposal shall include a detailed description of the proposed methodology for evaluating the boulevard and truck route diversion alternatives.

Task 9 Deliverable: Report on evaluation of alternatives and identification of a preferred alternative.

Concurrent Tasks

In addition to Tasks 1-9, the consultant shall perform the following tasks throughout the duration of the effort:

Public Outreach

The consultant shall prepare and implement a public outreach plan that includes a series of Local Officials meetings at key project milestones and Public Info Centers.

Meetings of the TAC and Progress Update Meetings with City staff shall not constitute public meetings. The technical proposal must include a detailed description of presentation techniques for public meetings.

For the Public Info Centers, the consultant will prepare materials in both English and Spanish. The consultant should also have Spanish-speaking staff on hand for the Public Info Centers. Efforts shall be made to reach the widest audience possible. Innovative and effective ways to engage the public

will be encouraged. The public will be given ample opportunity to provide input into the Concept Development process and to review and provide feedback on consultant work products. Therefore, Public Info Centers will be followed by a public comment period during which the public may submit written comments to Jersey City's project manager, who will forward comments to the consultant team project manager at the close of the public comment period.

The City will be responsible for reserving locations for public meetings, respond to public inquiries, and assist in the advertisement of public meetings.

Quality Control

The selected consultant should have a procedure in place to ensure the quality, accuracy, and timeliness of their work and task deliverables, and to make sure that work performed is consistent with the assigned tasks. **These procedures should be described in the Technical Proposal.**

Web Site

To facilitate the dissemination of information, the consultant shall create a Web site that will remain active for the duration of the effort. Content of the Web site should include project background, meeting announcements, draft and final work products, contact information and other appropriate information. The Web site should be interactive. Key components of the Web site should be in English and Spanish. The Web site must be online by the completion of Task 1 and shall be maintained and updated for the duration of the project.

8) Desired Timeline

The City is seeking project completion within twelve (12) months from the date that the City issues a notice to proceed. Within the overall project, the City is seeking completion of delineation of the Right-of-way for the new multi-use urban boulevard for as soon as possible. It is expected that the City will issue a notice to proceed in February 2009. The project schedule must allocate sufficient time for the review of draft and final deliverables by Jersey City staff and the TAC, and for meetings of stakeholders and of the general public.

9) Invoices

The consultant must submit an invoice at the end of each month. Invoices must include the hourly rate, hours billed per task, and total invoiced amounts for each employee that works on the project. Time sheets or certified payroll will serve as proof of hours charged to invoices, and receipts must be provided as proof of direct expenses. Invoices must be submitted in the specified format for payment. The final invoice must be submitted within three months after the end of the contract period.

10) Selection Process and Criteria

Consultant Selection will occur in accordance as a two-step procurement process. The first step will be review and scoring of the technical and cost proposals by a consultant selection committee.

All proposals will be individually scored by the reviewers of the consultant-selection committee, with the exception of references which will be scored by the Jersey City Department of Housing Economic

Development and Commerce (HEDC) project manager. Each reviewer will score each proposal for each section on Table A on a scale of 0 to 10. Each score will then be weighted as indicated on Table A. The total weighted score for each criterion from each reviewer will be averaged to determine the average total weighted score for each criterion, and then the total points for each criterion will be summed to determine total score for each proposal. The maximum total weighted score is 1,000 points.

A short list of at least the top three scoring proposals will invited to make oral presentations. The technical and cost proposal evaluation will comprise 75% of the total final score. The oral presentation will comprise 25% of the total final score.

The lead firm of the consultant team shall be pre-qualified by the New Jersey Department of Transportation. The consultant team shall demonstrate qualifications, expertise and experience and other items as indicated on Part 2, Part 3, Part 4, and Part 5 attached.

11) Interview Format

Interviews with the highest-ranked firms or teams will be scheduled for **Tuesday, February 3, 2009 at 10 AM** at the Jersey City Department of Housing, Economic Development, and Commerce at 30 Montgomery Street, in the large conference room on the 14th Floor, in downtown Jersey City. The meeting will be an opportunity for the selection committee to ask for clarification of proposers' proposals and qualifications. Interviews will last approximately one hour each and will be scheduled consecutively. At least one member of each firm or organization on the prospective consultant team must attend the interview. The consultant team manager must make a presentation of no more than 10 minutes. To assist in the selection process, the City of Jersey City reserves the right to request additional information to supplement the original proposal. The Jersey City Project Manager will notify the principal contact of the consultant team by telephone by **5 PM on Friday, January 28, 2009** if an interview is necessary.

12) Deliverables

All final products must be submitted in electronic and hard copy versions. The proposal must state the specific formats for each task deliverable. (Microsoft formats, Adobe PDFs, and ArcView are preferred.) Jersey City staff will approve the format for all deliverables. All data shall be to City standards, shall be the property of the City of Jersey City, and shall be provided to the City in a City approved format.

13) Award of Contract

Proposals will be reviewed for compliance with the terms and conditions of the RFP and all of its attachments. Any proposals not responsive to the RFP will be rejected. The contract will be awarded as an extraordinary unspecifiable services contract pursuant to N.J.S.A. 40A:11-5(l)(a)(ii). The Municipal Council will vote to accept the proposal of a Consultant within 60 days of the receipt of proposals, except that the proposals of any Consultants who consent thereto, may, at the request of the city, be held for consideration for such longer period as may be agreed. Within twenty (20) days of contract award by the City Council, the Consultant shall execute an agreement with the City containing all the terms and conditions of this RFP and all of its attachments. In the event that this deadline is missed, the parties may agree in writing to an extension of this time limit.

Name of Consultant: _____
Address: _____
Telephone Number: _____
Date: _____

14) Insurance

1. The selected consultant shall purchase and maintain the following insurance throughout the term of the study:

- A. Comprehensive General Liability: including Premises Operations, Products Completed Operations, and Independent Contractor Coverages – covering as insured the Consultant with not less than ONE MILLION (\$1,000,000) DOLLARS. The City of Jersey City, its agents, servants shall be named as additional insured.
- B. Automobile Liability Coverage: covering as insured the Consultant with not less than ONE MILLION (\$1,000,000) DOLLARS combined single limit for Bodily Injury and Property Damage Liability, including non-owned Automobile Liability Coverage.
- C. Workers' Compensation Insurance: benefit securing compensation for the benefit of the employees of the Consultant in the sum of ONE HUNDRED THOUSAND (\$100,000) DOLLARS (Statutory).
- D. Professional Liability Insurance: covering as insured the Consultant with not less than ONE MILLION (\$1,000,000) DOLLARS limit of liability.

2. The selected consultant agrees to procure and maintain insurance of the kinds and in the amounts herein above provided in insurance companies authorized to do business in the State of New Jersey, as rated in the Best Key Rating Guide for Property and Casualty covering all operation specified in the contract. Before commencing the work, the Consultant shall furnish the City of Jersey City certificates of insurance upon execution of the contract. Certificates for coverage in Subsection A and B, Section 1, page 17 shall name the City of Jersey City as an additional insured.

3. The insurance policies described above shall be kept in force for the period specified below:

- A. Comprehensive General Liability, Automobile Liability Coverage, and Workers' Compensation Insurance shall be kept in force until submission of the Consultant's final invoice.
- B. Professional Liability Insurance should be kept in force until at least two (2) years after completion of the contract.

The selected consultant will be required to indemnify the City of Jersey City in connection with the contracted work.

INSTRUCTIONS FOR COMPLETING FORMS

Proposals shall contain the following Parts and Sections, in the order shown.

NOTE: Cost proposal must be submitted in separate envelope. See submittal instructions for cost proposal requirements.

Part 1 LETTER OF TRANSMITTAL

Section 1 The Firm shall submit a Letter of Transmittal that includes a statement of interest in performing the work described and the contact information, including name, title, street and mailing addresses, telephone, fax, and e-mail and Web site addresses for the address in which the work would be performed for lead members of each firm or organization of the consultant team. Include the name and contact information for a consultant team project manager with a description of a plan for day-to-day communications between consultant team project manager and Jersey City project manager. Also, include a list of Technical Proposal preparers and contributors. Please limit letter to two pages.

Prime Consultant must include a copy of their Business Registration Certificate in their Technical Proposal submittal. Please insert after the Letter of Transmittal.

Part 2 ADMINISTRATIVE REQUIREMENTS

Section 2 Certified Firm Utilization

Federal ESBE/DBE Certification
Jersey City EEO/AA Certification

Section 3 Additional Resources Required For the Project

Jersey City Prohibition Against Pay to Play Certification

Section 4 Team Commitment/Certification Statement

Requires the signature of a Principal of the firm and the date.

Part 3 PROJECT MANAGER'S PROJECT SPECIFIC REQUIREMENTS

The Project Manager must be from the Prime Consultant.

Section 5 Project Manager Project Specific Qualifications

See evaluation form for instructions.

Section 6 Project Manager's Project Management Experience on Similar Projects

See evaluation form for instructions.

Section 7 Reference Checks for the Project Manager

See evaluation form for instructions.

Part 4 TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

The proposal must include the general statement of qualifications and experience relevant to this study for each organization on the consultant team. Jersey City recommends that prospective consultant firms partner with other firms in order to meet the needs of this project. The proposal must identify all organizations and individuals within the organizations who will participate on the consultant team and include the qualifications of both the consultant firm(s) and resumes of all assigned staff.

The proposal must describe the tasks to be performed by each individual on the consultant team and the amount of time that each person will contribute to the total time spent on the study. Any requests for substitutions to the assigned staff must be placed in writing and will be subject to approval by HEDC.

Samples of prior work product may be provided; however, only the work product of the team members who will be working on this specific project may be submitted. Generic firm project descriptions by professionals not proposed to be part of the project team are unacceptable.

Section 8 Organization Chart

See evaluation form for instructions.

Section 9 Team Leader/Key Staff Qualifications

See evaluation form for instructions.

Section 10 Team Leader/Key Staff - Similar Project Experience

See evaluation form for instructions.

Part 5 PROJECT APPROACH

Section 11 Critical Path Analysis and Allocation of Resources

See evaluation form for instructions.

Section 12 Scope of Work, Key Issues and Critical Problems

See evaluation form for instructions.

Section 13 Creativity and Innovative Ideas

See evaluation form for instructions.

Part 6 FIRM'S CAPABILITY/PERFORMANCE ON NJ DOT PROJECTS

Section 14 Firm Capability / Performance

No consultant input required. The consultant's past performance rating will be used in accordance with the Department's Consultant Evaluation System (CES) current ratings on record for PLANNING as of the Technical Proposal posting date, as follows:

- Where the firm has a current NJ DOT CES rating in the particular work type, the firm's CES rating will be used.
- Where the firm does not have a current NJ DOT CES rating in the particular work type, but does have a CES rating for one or more other work types, that average has been factored vs. the Industry average to calculate the firm's rating for the new work type.
- Where the firm has no NJ DOT CES rating at all, the industry average CES rating for the particular work type will be used.
- A Joint Venture will receive an average of their CES scores that each firm would receive as if they submitted a Technical Proposals individually.

Part 7 STATEMENT OF JOINT VENTURE

Only include if a Joint Venture proposal is submitted.

Firms wanting to Joint Venture may do so by returning a completed Statement of Joint Venture as part of their submission of a Technical Proposal. Each Firm participating in the Joint Venture must be prequalified by NJ DOT. Each discipline and level of service requirement of a project must be satisfied by at least one member of the Joint Venture. Please refer to the NJ DOT website for the Statement of Joint Venture form.

Part 8 LETTER OF COMMITMENT

If you list key person or persons that is (are) not currently employed by your firm on your Technical Proposal, you shall enclose a Letter of Commitment from the individual indicating that the individual or individuals will be available at the start of the project and throughout the duration of the project.

TABLE A
TECHNICAL PROPOSAL EVALUATION CRITERIA
PROJECT MANAGEMENT TWO-STEP

Section	Criteria	Score (0-10)	Weight	Maximum Weighted Score
	Administrative Requirements			
2	<input type="checkbox"/> Federal/State Goals		NR	
3	<input type="checkbox"/> Additional Resources Required			
4	<input type="checkbox"/> Team Commitment/Certification			
	Project Manager			
5	<input type="checkbox"/> Project Specific Qualifications		8	80
6	<input type="checkbox"/> Experience on similar projects		9	90
7	<input type="checkbox"/> Reference Checks		6	60
	Key Staff			
8	<input type="checkbox"/> Organization chart		6	60
9	<input type="checkbox"/> Team Leader/Key staff Qualifications		9	90
10	<input type="checkbox"/> Team Leader/Key staff similar project Experience		8	80
	Project Approach			
11	<input type="checkbox"/> Critical Path Model and Allocation of Resources		12	120
12	<input type="checkbox"/> Scope of Work, Key Issues & Critical Problems		17	170
13	<input type="checkbox"/> Creativity and Innovative Ideas		11	110
	Firm's Capability / Performance			
14	<input type="checkbox"/> NJDOT's Consultant Evaluation System Rating for Planning	NA	NA	140 (Not Weighted. CES rating will serve as score.)
	TOTAL		100	1000

NR= NOT REQUIRED

STEP I TECHNICAL PROPOSAL DETERMINES SELECTION OR SHORTLISTING. FOR SHORT LIST FIRMS, THE TECHNICAL PROPOSAL SCORE WILL REPRESENT 75% OF THE FINAL SCORE.

STEP II SHORTLISTED FIRMS WILL BE REQUIRED TO GIVE ORAL PRESENTATIONS REPRESENTING 25% OF THE FINAL SCORE.

TABLE B
TECHNICAL PROPOSAL
ORAL PRESENTATION EVALUATION CRITERIA
PROJECT MANAGEMENT-TWO STEP

Section	Criteria	Score (0-10)	Weight	Maximum Weighted Score
1	Team Organization <ul style="list-style-type: none"> ❑ Detail organization chart including clear assignment of tasks with level of responsibilities ❑ Experience on similar projects 		30	300 pts.
2	Results Oriented Strategies <ul style="list-style-type: none"> ❑ Understanding of project with identification of critical issues, potential problems, solutions, innovations and ingenuity. ❑ Project Specific Strategies that address key issues and concerns that are identified by the RFP 		30	300 pts.
3	Project Schedule <ul style="list-style-type: none"> ❑ Aggressive but realistic schedule with all assumptions, justifications, risk factors, and acceleration opportunities. 		15	150 pts.
4	Risk Analysis Strategies <ul style="list-style-type: none"> ❑ Identifying major risk elements of the project. ❑ Discussion on systematic approach for identifying, evaluating, and managing risk elements of the project. 		15	150 pts.
5	Quality Management Strategies <ul style="list-style-type: none"> ❑ Discussion on Corporate QA/QC plan/controls/measures to ensure a high quality project. 		10	100 pts.
Total Points for Oral Presentation			100	1,000

TABLE C
TECHNICAL PROPOSAL
FINAL SCORE SUMMARY FOR SHORT LISTED
FIRMS
PROJECT MANAGEMENT-TWO STEP

Criteria	Points	Weight	Weighted Score
Step 1- Technical Proposal Evaluation Score	(1000 pts)	75%	750
Step 2- Oral Presentation			
□ Team Organization	(30 pts)	25%	250
□ Results Oriented Strategies	(30 pts)		
□ Project Schedule / Network Logic	(15 pts)		
□ Risk Analysis Strategies	(15 pts)		
□ Quality Management Strategies	(10 pts)		
SUB-TOTAL	(1000 pts)		
TWO STEP PROCUREMENT PROCESS TOTAL SCORE			1000

PART 2

TECHNICAL PROPOSAL ADMINISTRATIVE REQUIREMENTS

PROJECT MANAGEMENT

Project: Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study

Firm Name: _____

Section 2 CERTIFIED FIRM UTILIZATION	INSTRUCTIONS: DESCRIBE YOUR PLAN TO MEET GOALS BY IDENTIFYING THE PROPERLY CERTIFIED FIRMS AND THE WORK DISCIPLINES THESE FIRM(S) WILL PERFORM
FEDERAL GOAL 15.7% ESBE Jersey City EEO/AA	
	See the Solicitation form for this project's ESBE participation.
	See attached forms.

Section 3 ADDITIONAL REQUIREMENTS	<u>INSTRUCTIONS: LIST BELOW RESOURCES AVAILABLE TO MEET EACH REQUIREMENT.</u>
Jersey City Prohibition Against Pay to Play Certification	See attached forms.

Section 4 TEAM COMMITMENT/CERTIFICATION	INSTRUCTIONS: SIGN AND DATE
<p>I certify on the behalf of _____ (the firm), that the staff proposed in this Technical Proposal will be used in the performance of this project, and will be available for assignment to this project as of the anticipated start date. I also certify all projects utilizing same team "Project Manager and Key Staff" will be completed on time. I further certify that the information set forth and statements made in the foregoing Technical Proposal are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this Technical Proposal and will be available for the completion of this project. I also certify, to the best of my knowledge, that the firm and its employees have not had access to any confidential information of the City of Jersey City, the New Jersey Department of Transportation, the New Jersey Turnpike Authority, the North Jersey Transportation Planning Authority, or the Port Authority of New York and New Jersey, which was not made available to all firms.</p>	
SIGNATURE, PRINCIPAL OF FIRM	DATE

PART 3

PROJECT MANAGER'S PROJECT SPECIFIC REQUIREMENTS

PROJECT MANAGEMENT

Project: Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study

Firm Name: _____

Project Manager: _____

PROJECT MANAGER: Experience on Similar projects on projects of this Size & Complexity: ____ (yes or no)

A Similar Project must include the following Experience: Large scale, multi-modal, port operations, freight movement, truck surveys and modeling, multi-use boulevard, complete streets, roadway design.

Section 5 PROJECT SPECIFIC QUALIFICATIONS	INSTRUCTIONS: Enclose resume describing qualifications and experience.		SCORE (0-10)	WEIGHT 8
	REQUIREMENTS	QUALIFICATIONS		
	Bachelors Degree & PE, NJPP or AICP			
	Must have managed at least one large scale transportation project or served as Deputy Project Manager for two large scale transportation projects through substantial completion of planning and NEPA process within the last ten years.			
	Experience in NJDOT Procedures Manual			

Weighted Score _____ (60 max)

Section 6 PROJECT MANAGEMENT EXPERIENCE ON SIMILAR PROJECTS	INSTRUCTIONS: Enclose a highlighted resume describing experience listing up to 6 project(s) for the proposed Project Manager or up to 6 if a Deputy Project Manager is proposed. Projects should be of similar size and complexity as described above, and should have encompassed truck origin and destination surveys, transportation modeling, freight movement planning, urban design, complete streets and context sensitive solutions. NOTE: Only the first 6 project(s) listed for a Project Manager or the first 6 project(s) for a Deputy Project Manager will be evaluated.	SCORE (0-10)	WEIGHT 9

Weighted Score _____ (80 max)

max)

Section 7 REFERENCE CHECKS FOR PROJECT MANAGER	INSTRUCTIONS: List below 3 similar projects managed in the last 10 years. Project No. 1 (below) must be substantially complete through completion of planning and NEPA process in the last 10 years. The maximum weighted score assigned to this referenced project is 30 points. Projects No. 2 & 3 (below) must be completed (at a minimum) through preliminary or final design or equivalent phase in the last 10 years. The maximum weighted score assigned to these referenced projects is 15 points for each. The COJC HEDC Project Manager will contact the references and assign scores accordingly per project. References from business affiliates will not be considered. A business affiliate is defined as a parent to subsidiary relationship. A prime-sub relationship is <u>not</u> considered a business affiliate. Scores of the two references per project will NOT be averaged. Only the first reference score of the two listed will count towards the scoring. If the first reference cannot be contacted, then the second reference score will apply. If neither reference can be contacted, a zero project score will apply. Note: References should include e-mail address along with name and phone.			WEIGHT T
	SIMILAR PROJECT	BRIEF DESCRIPTION	CLIENT, TWO CONTACTS (NAME & PHONE)	
	1.		1.	3
			2.	
	2.		1.	
			2.	
	3.		1.	1.5
			2.	

(60 max)

PART 4

TEAM LEADER/KEY STAFF PROJECT SPECIFIC REQUIREMENTS

PROJECT MANAGEMENT

Project: Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study

Firm Name: _____ Similar Project
Size and Complexity: _____

Section 8 ORGANIZATION CHART	INSTRUCTIONS: Enclose Organization Chart identifying team reporting relationships for all primary tasks and sub-tasks including sub consultants when utilized.	SCORE (0-10)	WEIGHT 6
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Weighted Score _____ (50 max)

Section 9 TEAM LEADER/ KEY STAFF QUALIFICATION S	INSTRUCTIONS: List Team Leaders/Key Staff Members for each Area of Expertise and enclose resume highlighting qualifications noted below (Only one person will be rated for each Area of Expertise. One person may be identified as team leader or key staff for more than one area of expertise).					SCORE (0-10)	WEIGHT 9
	TEAM LEADER (S) PROJECT SPECIFIC QUALIFICATIONS						
NAME							
Area of Expertise	Roadway Design		Traffic Engineering		Data Collection		
	QUALIFICATIONS	X	QUALIFICATIONS	X	QUALIFICATIONS	X	
	BACHELOR OF ARTS OR SCIENCE OR HIGHER RELATED TO CIVIL ENGINEERING OR TRANSPORTATION PLANNING		BACHELOR OF ARTS OR SCIENCE OR HIGHER RELATED TO CIVIL ENGINEERING OR TRANSPORTATION PLANNING		BACHELOR OF ARTS OR SCIENCE OR HIGHER RELATED TO CIVIL ENGINEERING OR TRANSPORTATION PLANNING		
	PE		PE				

Section 9 (cont.)	Qualifications in area of expertise.						Score	Weight
NAME								
Area of Expertise	Travel Demand Modeling		Utility Engineering		Transportation Planning and Analysis			
	QUALIFICATIONS	X	QUALIFICATIONS	X	QUALIFICATIONS	X		
	BACHELOR OF ARTS OR SCIENCE OR HIGHER RELATED TO CIVIL ENGINEERING OR TRANSPORTATION PLANNING		BSCE OR HIGHER		BACHELOR'S DEGREE OR HIGHER IN TRANSPORTATION PLANNING OR RELATED FIELD			
	PE, NJPP or AICP		PE		NJPP and AICP			
	DEMONSTRATES KNOWLEDGE OF VARIOUS MODELING PLATFORMS				KNOWLEDGE OF MULTIMODAL OPERATIONS AND IMPROVEMENT STRATEGIES, INCLUDING PORT OPERATIONS, FREIGHT RAILROAD AND LOCALIZED WATERBORNE FREIGHT MOVEMENT, MULTI-USE BOULEVARDS AND CONTEXT SENSITIVE SOLUTIONS.			
	KNOWLEDGE OF TRUCK TRAFFIC MODELING				KNOWLEDGE OF REGIONAL PLANNING ANALYSIS (TRANSPORTATION MASTER PLAN, LONG RANGE PLAN, SDRP, REGIONAL PLANS)			
	DEMONSTRATE KNOWLEDGE OF REGIONAL TRANSPORTATION MODELS				KNOWLEDGE AND UNDERSTANDING OF ENVIRONMENTAL JUSTICE IMPACTS IN PLANNING EFFORTS			
					KNOWLEDGE IN ITE TRIP GENERATION TECHNIQUES AND SITE SPECIFIC GROWTH FORECASTING IN A MIXED USE URBAN SETTING			
					KNOWLEDGE AND UNDERSTANDING OF LAND USE AND ACCESS MANAGEMENT PLANNING			
					KNOWLEDGE OF COMPLETE STREETS PRINCIPLES AND URBAN BICYCLE AND PEDESTRIAN ACCOMODATIONS.			

Section 9 (cont.)	Qualifications in area of expertise.						Score	Weight
NAME								
Area of Expertise	Surveying and ROW Engineering		Environmental & Cultural Resources		Community Involvement			
	QUALIFICATIONS	X	QUALIFICATIONS	X	QUALIFICATIONS	X		
	NJPLS		QUALIFIED IN 36 CFRPART 61 (WHICH NOTES BACHELORS OR MASTERS DEGREE IN ARCHAEOLOGY, ANTHROPOLOGY,ARCHITECTURAL HISTORY, ART HISTORY, HISTORIC PRESERVATION, OR CLOSELY RELATED FIELD)		BACHELOR’S DEGREE OR HIGHER IN PLANNING, URBAN STUDIES, GEOGRAPHY OR RELATED FIELD			
	KNOWLEDGE OF NJ MAP FILING LAW FOR ROW MAPPING SURVEYING MANUAL & STANDARD ARTICLE 44				DEMONSTRATES ABILITY TO DEVELOP CONSENSUS AMONG DIVERSE STAKEHOLDERS WITH CONFLICTING INTERESTS AND MULTIPLE LANGUAGES.			
	FAMILIAR WITH NJDOT ROW ENGINEERING MANUAL				DEMONSTRATES ABILITY IN PROJECT OUTREACH AND VISIONING TECHNIQUES USING LATEST TECHNOLOGY			

Section 9 (cont.)	Qualifications in area of expertise.						Score	Weight
NAME								
Area of Expertise	Environmental		Bridge Design		Quality Control			
	QUALIFICATIONS	X	QUALIFICATIONS	X	QUALIFICATIONS	X		
	BACHELORS AND/OR MASTERS DEGREE IN ENVIRONMENTAL SCIENCE, ECOLOGY, GEOLOGY, ENGINEERING, BIOLOGY, CHEMICAL OR NATURAL RESOURCES		BACHELOR OF ARTS OR SCIENCE OR HIGHER IN CIVIL ENGINEERING		BACHELOR’S DEGREE OR HIGHER IN PLANNING ENGINEERING OR RELATED FIELD			
			PE		PE, NJPP AND/OR OTHER APPROPRIATE LICENSE OR CERTIFICATION			
	KNOWLEDGE OF STATE & FEDERAL ENVIRONMENTAL LAWS INCLUDING NEPA		KNOWLEDGE OF NJDOT BRIDGES & STRUCTURES DESIGN MANUAL AND NJDOT PROCEDURES MANUAL		KNOWLEDGE OF SYSTEMS OR MECHANISMS TO ENSURE TIMELY DELIVERY OF DRAFT AND FINAL WORK PRODUCTS AND THAT WORK PRODUCTS ARE CONSISTENT WITH TASK ASSIGNMENTS.			

Weighted Score _____ (80 max)

Section 10 TEAM LEADER/KEY STAFF SIMILAR PROJECT EXPERIENCE	INSTRUCTIONS: Enclosed a highlighted resume describing experience listing up to four (4) similar projects for the proposed Key Staff/Team Leader for each area of expertise describing the experience as indicated below. NOTE: Only the first 4 similar projects for a Key Staff/Team Leader per area of expertise will be evaluated.				SCORE (0-10)	WEIGHT 8	
	EXPERIENCE IN AREAS OF EXPERTISE						
NAME							
AREA OF EXPERTISE	Roadway Design		Traffic Engineering		Data collection		
Number of Project(s)	Up to 4 Project(s)		Up to 4 Project(s)		Up to 4 Project(s)		
	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE		X
	DESIGN OF URBAN MULTI-USE BOULEVARDS AND COMPLETE STREETS		HIGHWAY CAPCITY ANALYSIS		DESIGN AND IMPLEMENTATION OF O&D SURVEYS FOR TRUCKS		
	DESIGN OF TRUCK ROUTES AND URBAN STREETS		LEVEL OF SERVICE ANALYSIS		DESIGN AND IMPLEMENTATION OF O&D SURVEYS FOR COMMUTERS AND RESIDENTS		
	HORIZONTAL AND VERTICAL DESIGN GEOMETRIC DESIGN		PERFORMANCE OF TRAFFIC TURNING MOVMENT COUNTS BY CLASSIFICATION AND ATR COUNTS		COLLECTION OF LAND USE DATA, INCLUDING PORT, RESIDENTIAL AND COMMERCIAL		
	DESIGN EXCEPTIONS		HIGHWAY CAPCITY ANALYSIS		COLLECTION OF ECONOMIC AND FISCAL IMPACT DATA		
	PREPARATION OF TRAFFIC STRIPING PLANS		NJDOT BRIDGES & STRUCTURES DESIGN MANUAL AND NJDOT PROCEDURES MANUAL		COLLECTING AND ANALYZING CRASH DATA, TRAFFIC OPERATIONS AND NJ DOT MANAGEMENT SYSTSEMS		
	NJDOT ROADWAY DESIGN MANUAL AND NJDOT PROCEDURES MANUAL		EXPERIENCE WITH MUTCD		CLASSIFICATION OF TURNING MOVEMENT/ATR COUNTS		
	CADD PROGRAMS						
	HIGHWAY SECTIONS						

Section 10 (cont.)	EXPERIENCE IN AREAS OF EXPERTISE							Weight
NAME							Score	
AREA OF EXPERTISE	Travel Demand Modeling		Utility Engineering		Transportation Planning and Analysis			
Number of Project(s)	Up to 4 Project(s)		Up to 4 Project(s)		Up to 4 Project(s)			
	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X		
	DEVELOPMENT OF REGIONAL TRANSPORTATION MODELS		PREPARATION OF UTILITY RELOCATION SCHEMES & DESIGN-CONSTRUCTION PLANS		ANALYSIS OF MULTI-MODAL TRANSPORTATION SYSTEM DEFICIENCIES			
	EVALUATION OF MODEL OUTPUTS FOR TRAFFIC PATTERNS AND FLOW ANALYSIS		PREPARATION OF UTILITY AGREEMENT PLANS		ABILITY TO LINK LAND USE AND TRANSPORTATION OUTCOMES			
	UTILIZATION OF VARIOUS MODELING PLATFORMS INCLUDING TRUCK MODELING		STATE UTILITY & RAILROAD ACCOMMODATION POLICY EXPERIENCE IN NJDOT PROCEDURES MANUAL		TRANSPORTATION MASTER PLANNING INCLUDING LOCAL, COUNTY AND REGIONAL LAND USE AND ACCESS MANAGEMENT PLANNING			
	HIGHWAY CAPACITY ANALYSIS SOFTWARE, TRANSIT 7F.PASR2, SYNCRO, PARAMICS				PLANNING OF FREIGHT, VEHICULAR, BICYCLE AND PEDESTRIAN MOVEMENT.			
	CLASSIFICATION OF TURNING MOVEMENT/ATR COUNTS				FEDERAL AND STATE LAWS AND REGULATIONS WITH RESPECT TO TRUCK ROUTING AND HIGHWAY FUNCTIONAL DESIGNATIONS			
	EXPERIENCE WITH MUTCD							

Section 10 (cont.)	EXPERIENCE IN AREAS OF EXPERTISE						Score	Weight
NAME								
AREA OF EXPERTISE	Surveying and Row Engineering		Environmental & Cultural Resources		Community Involvement			
Number of Project(s)	Up to 4 Project(s)		Up to 4 Project(s)		Up to 4 Project(s)			
	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X		
	TOPOGRAPHIC SURVEY BASE-LINE SURVEY PROFILE AND CROSS SECTIONS FOR HIGHWAYS		CULTURAL RESOURCES (INCLUDING ARCHAEOLOGY AND HISTORIC ARCHITECTURAL SURVEYS AND MITIGATION EFFORTS)		PUBLIC INFORMATION CENTERS IDENTIFY KEY STAKEHOLDERS AND ORGANIZE MEETINGS FACILITATION OF MEETINGS			
	PROPERTY SURVEY FOR R.O.W. MAPPING				WORKING IN ENVIRONMENTAL JUSTICE COMMUNITIES			
	PREPARATION OF R.O.W. MAPS INCLUDING GPPM, ETM, AND IPM				USE OF LATEST TECHNOLOGIES SUCH AS INTERNET BASED TOOLS TO GAIN STAKEHOLDER PARTICIPATION			

					MAINTAIN MAILING LISTS, RECORDS OF COMMUNITY OUTREACH PROGRAM, AND PREPARE CLEAR, CONCISE MEETING MINUTES			
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Section 10 (cont.)	EXPERIENCE IN AREAS OF EXPERTISE						Score	Weight
NAME								
AREA OF EXPERTISE	Environmental		Bridge Design		Quality Control			
Number of Project(s)	Up to 4 Project(s)		Up to 4 Project(s)		Up to 4 Project(s)			
	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X	TYPE OF EXPERIENCE	X		
	PREPARATION OF CATEGORICAL EXCLUSION DOCUMENTATION		Bridge Design		MANAGEMENT OF QUALITY CONTROL PROCESSES OR MECHANISMS TO ENSURE TIMELY DELIVERY OF WORK PRODUCTS AND TO DELIVERY WORK PRODUCTS THAT ARE CONSISTENT WITH TASK ASSIGNMENTS FOR LARGE SCALE PLANNING AND ENGINEERING PROJECTS.			
	PREPARATION OF ENVIRONMENTAL ASSESSMENTS		LOAD RESISTANCE FACTOR DESIGN (LRFD)					
	PREPARATION OF SECTION 4(f) DOCUMENTS		BOX CULVERT DESIGN					
			SIGN STRUCTURE DESIGN					

Weighted Score _____ (70 Max)

PART 5 PROJECT APPROACH PROJECT MANAGEMENT

Project: Route 440/Routes 1&9 Truck Multi-Use Urban Boulevard Concept Development Study

Firm Name: _____

PROJECT APPROACH: The Firms ability to complete critical path model with key milestones, start and completion dates also identify both key issues and potential problems with solutions. Include innovative concepts with cost benefits and/or accelerated project delivery and/or additional benefits.

Section 11 CRITICAL PATH ANALYSIS and ALLOCATION OF RESOURCES	INSTRUCTIONS: Enclose a critical path analysis to indicate Start/Complete dates for each task and subtask and Key milestones, delivery dates for all draft and final work products in terms of weeks from project initiation, as well as TAC, stakeholder and public meeting dates. It is anticipated that this project will take no longer than one year from the date of notice to proceed. Also, provide the percentage of project time that each task and sub-task represents. Allocation of resources will be ascertained at least in part through review of itemized major tasks and sub-tasks on separate cost proposal.	SCORE (0-10)	WEIGHT 12
--	---	------------------------	--------------------------------

Weighted Score _____ (100 Max)

Section 12 SCOPE OF WORK, KEY ISSUES AND CRITICAL PROBLEMS	INSTRUCTIONS: Enclose a scope of work, no longer than 30 pages, detailing how, at a minimum, the tasks and sub-tasks described in the Scope of Work section of this RFP are to be completed. Define both key issues and potential problems with reliable solutions. The proposal must include: <ul style="list-style-type: none"> ○ Detailed methodologies for each of tasks 1 through 9, and for each sub-task contained therein, including but not limited to the methodologies for the truck and non-truck origin-destination surveys. ○ Detailed description for the level of detail that will be provided for all options and alternatives that are to be identified under task 5. ○ Statement of the specific formats for each task deliverable. ○ Public Outreach Plan, including presentation technique at public meetings. ○ Quality Control procedures and responsible entity. ○ Proposers assumptions with respect to responsibilities of the City of Jersey City ○ Proposers assumptions with respect to responsibilities of the Technical Advisory Committee ○ Other assumptions or qualifying statements that relate to the proposal or project. 	SCORE (0-10)	WEIGHT 17

Weighted Score _____ (150 Max)

Section 13 CREATIVITY AND INNOVATIVE IDEAS	INSTRUCTIONS: Call out the creativity and innovative ideas that are contained in the 25 page scope of work in section 12 above. One page maximum.	SCORE (0-10)	WEIGHT 11

Weighted Score _____ (100 Max)

ATTACHMENTS

List of firms that are presently prequalified by NJ DOT

EEO/AA Forms

Sample budget

Jersey City Anti- Pay to Play Ordinance

Jersey City Anti-Pay to Play Certification Form

**COMPUTER GENERATED LIST OF ELIGIBLE
CONSULTANTS AS OF THE POSTING DATE
H1 AND T7 LEVEL B
B1 AND E3 LEVEL A**

12/4/2008

CH2M Hill, Inc.
Mr. Robert Jurasin
99 Cherry Hill Rd.
Suite 200
Parsippany, NJ 07054
973-316-9300

CMX, Inc.
Mr. Frank Frega
200 State Highway Nine,
P.O. Box 900
Manalapan, NJ 07726-0900
973-577-9000

Dewberry-Goodkind Inc.
Mr. Craig Johnson
200 Broadacres Drive, 4th Floor
Bloomfield, NJ 07003-3154
973-338-9100

Gannett Fleming, Inc.
Mr. Paul Nowicki
Southfield Center
One Cragwood Rd., Suite 205
South Plainfield, NJ 07080
908-755-0040

HDR Engineering, Inc.
Mr. Pete Davis
1 Riverfront Plaza, 1037 Raymond Blvd.
14th Floor
Newark, NJ 07102
973-474-5010

Jacobs Engineering Group, Inc.
Miss. Joely Jackowitz
299 Madison Ave
Morristown, NJ 07962-1936
973-267-8830

Kimley-Horn and Associates, Inc.
Mr. Terry Murphy
13221 Wodland Park Rd.
Suite 400
Herndon, VA 20171
703-674-1300

Louis Berger Group, Inc.
Mr. Jim Stamatis
412 Mount Kemble Ave.
P.O. Box 1946
Morristown, NJ 07960
973-407-1000

McCormick Taylor, Inc.
Mr. James Wiggans
Two Commerce Square
2001 Market St., 10th Floor
Philadelphia, PA 19103
215-592-4200

Michael Baker Jr., Inc.
Mr. Michael Brescia
301 College Rd. East
Princeton, NJ 08540
609-734-7900

PB Americas, Inc.
Mr. Thomas Anella
506 Carnegie Center
Princeton, NJ 08540
609-734-7000

Stantec Consulting Services, Inc.
Mr. Michael McDonnell
365 West Passaic St.
Rochelle Park, NJ 07662
201-587-9040

STV Incorporated
Mr. Donald J. Mauer, Jr.
820 Bear Tavern Rd.
Suite 200
Trenton, NJ 08628-1021
609-530-0300

Urban Engineers, Inc.
Mr. William McGarrigel
Colwick Business Center
55 Haddonfield Rd., Suite 200
Cherry Hill, NJ 08002
856-663-5550

Urbitran Associates, Inc.
Magdeldin Ismail
71 West 23rd St.
New York, NY 10010
212-366-6200

URS Corporation
Mr. Sam Mody
201 Willowbrook Blvd.
Wayne, NJ 07470-0290
973-812-6846

EEO/AFFIRMATIVE ACTION REQUIREMENTS

Goods, Professional Services and General Service Contracts

Questions in reference to EEO/AA Requirements For Goods, Professional Services and General Service Contracts should be directed to:

Jeana F. Abuan
Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration
Office of Equal Opportunity/Affirmative action
280 Grove Street Room-103
Jersey City NJ 07302
Tel. #201-547- 4533
Fax# 201-547-5088
E-mail Address: abuanJ@jcnj.org

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and

court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

The undersigned vendor further agrees to furnish the required forms of evidence and understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____ Date: _____

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print): _____
Representative's Signature: _____
Name of Company: _____
Tel. No.: _____ **Date:** _____

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

Sample Federal Letter of Approval

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract Compliance Programs
Newark Area Office
124 Evergreen Place, Fourth Floor
East Orange, NJ 07108



February 27, 20__

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 20__.

We found no apparent deficiencies or violations of Executive Order 11266, as amended, Section 503 of the Rehabilitation Act of 1973 or 38 USC 2012 (the Vietnam Era Veterans Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director.

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor has submitted the required Employee Information Report pursuant to H.S.A.G. 172F-1.7 of 2019, and the State Treasurer has received and report. This report shall remain in effect for the period of _____.

VOID



State Treasurer

VOID

STATE OF NEW JERSEY
Division of Contract Compliance & Equal Employment Opportunity

EMPLOYEE INFORMATION REPORT

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11.

SECTION A – COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY		2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY	
4. COMPANY NAME					
5. STREET		CITY	COUNTY	STATE	ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)			CITY	STATE	ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER					
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ <input type="text"/>					
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT				<input type="text"/>	<input type="text"/>
10. PUBLIC AGENCY AWARDED CONTRACT		CITY	COUNTY	STATE	ZIP CODE

Official Use Only	DATE RECEIVED	TRAINING DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

[illegible]

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)		14. IS THIS THE FIRST Employee Information Report Submitted?	15. IF NO, DATE LAST REPORT SUBMITTED		
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____		1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	MO.	DAY	YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)		SIGNATURE		TITLE		DATE		
						MO DAY YEAR		
17. ADDRESS NO. & STREET		CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)		

**WHITE - DIV. OF CONTRACT COMPLIANCE; CANARY - DIV. OF CONTRACT COMPLIANCE DP;
PINK - PUBLIC AGENCY; GOLD - VENDOR**

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT:

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM. SEND COPY OF CURRENT CERTIFICATE TO THE PUBLIC AGENCY. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN COPY FOR THE VENDOR'S OWN FILES. THE VENDOR IS TO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT AND FORWARD A COPY TO:

NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton, New Jersey 08625-0209
Telephone No. (609) 292-5475

**Minority/Woman Business Enterprise (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : _____

Address : _____

Telephone No. : _____

Contact Name : _____

Please check applicable category :

_____ Minority Owned Business (MBE)	_____ Minority & Woman Owned Business (MWBE)
_____ Woman Owned business (WBE)	_____ Neither

Definitions

Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

DIVISION OF PURCHASING COPY

**Minority/Woman Business Enterprise (MWBE)
Questionnaire for Bidders**

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To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : _____
Address : _____
Telephone No. : _____
Contact Name : _____

Please check applicable category :

_____ Minority Owned Business (MBE) _____ Minority & Woman Owned Business (MWBE)
_____ Woman Owned business (WBE) _____ Neither

**Definitions
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OFFICE OF EQUAL OPPORTUNITY COPY

P.L. 2004, c. 57 (N.J.S.A. 52:32-44)
MANDATORY BUSINESS REGISTRATION LANGUAGE

Non Construction Contracts

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

“New Jersey Business Registration Requirements”

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.”

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR**

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION:
070-087-302/749


ADDRESS:
847 ROEBLING AVE
TRENTON, NJ 08611

TRADE NAME:
CL... STRA...
SEQUENCE NUMBER:
...

ISSUANCE DATE:
09/14/04

John S. Eaddy
Adj. Director

This Certificate is NOT negotiable or transferable. It must be conspicuously displayed at above address.


**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004

For Office Use Only:
20041014112823533

Sample Detail Budget (for each consultant/subconsultant firm)

[illegible]

City Clerk File No. Ord. 08-128

Agenda No. INITIATIVE PETITION 1st Reading

Agenda No. 4.A. 2nd Reading & Final Passage



ORDINANCE OF JERSEY CITY, N.J.

COUNCIL AS A WHOLE

offered and moved adoption of the following ordinance:

CITY ORDINANCE **08-128**

TITLE:

An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

The Municipal Council of the City of Jersey City does hereby ordain:

WHEREAS, large political contributions from those seeking or performing contracts with a municipality raise reasonable concerns on the part of taxpayers and residents as to their trust in government and its business practices; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, a municipality is authorized to adopt such ordinances, regulations, rules and by-laws as necessary and proper for good government, as well as the public health, safety and welfare; and

WHEREAS, pursuant to P.L.2005, c.271 (codified at N.J.S.A. 40A:11-51) a municipality is authorized to adopt by ordinance, measures limiting the awarding of public contracts to business entities that have made political contributions, and limiting the contributions that the recipient of such a contract can make during the term of a contract; and

WHEREAS, in the interest of good government, the people and the government of the City of Jersey City desire to establish a policy that will avoid the perception of improper influence in public contracting and local elections;

NOW, THEREFORE, BE IT RESOLVED, it shall be the policy of the City of Jersey City to create such a regulation which states that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City; and

BE IT ORDAINED by the City of Jersey City, in the County of Hudson, and State of New Jersey, as follows:

DEFINITIONS

As used in this ordinance:

- (a) "Campaign Committee" means (i) every candidate for City of Jersey City elective municipal office; (ii) every candidate committee established by or for the benefit of a candidate for City of Jersey City elective municipal office; (iii) every joint candidate committee established in whole or in part by or for the benefit of a candidate for City of Jersey City elective municipal office; (iv) every political party committee of the City of Jersey City; (v) every political party committee of the County of Hudson; and (vi) every political committee, continuing political committee, or other form of association or organization that regularly engages in the support of candidates for the City of Jersey City municipal or Hudson county elective offices or City of Jersey City municipal or Hudson county political parties or political party committees. The terms in the foregoing paragraph have the meaning prescribed in N.J.A.C. 19:25-1.7,

An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

- (b) "Contribution" has the meaning prescribed in N.J.A.C. 19:25-1.7. By way of illustration, and not limitation, this definition includes pledges, loans, and in-kind contributions.
- (c) A "contract for professional or extraordinary services" means all contracts for "professional services" and "extraordinary unspecifiable services" as such term is used in N.J.S.A. 40A:11-5
- (d) For purposes of this Ordinance, a "Business Entity" whose contributions are regulated by this ordinance means: (i) an individual including the individual's spouse, and any child/children; (ii) a firm; corporation; professional corporation; partnership; limited liability company; organization; association; and any other manner and kind of business entity; (iii) any person who owns 10% or more of the equity or ownership or income interests in a person or entity as defined in sections (i) and (ii) above and their spouses and child/children; (iv) all partners or officers of such an entity, in the aggregate, and their spouses and child/children; (v) any person, subcontractor, subsidiary, corporation, firm, partnership, limited liability company, organization or association who has received or indefeasibly acquired the right to receive, from a person described in subparagraph (i) above, more than \$100,000.00 in compensation or income of any kind (including, by way of illustration, and not limitation: wages, salaries, sums paid to independent contractors, benefits, dividends, profit-sharing, pension contributions, deferred contributions, stock, stock options or gifts), in any twelve (12) month period prior to the award of, or during the term of, a contract subject to this ordinance; and (vi) all persons who are an "affiliate" of a Business Entity as defined in sections (i), (ii) and (v) above, as such term is used in 11 U.S.C. 101(2).

SECTION 1 - PROHIBITION ON AWARDING PUBLIC CONTRACTS TO CERTAIN CONTRIBUTORS

- (e) To the extent that it is not inconsistent with state or federal law, the City of Jersey City and any of its departments, instrumentalities or purchasing agents shall not enter into any agreement or otherwise contract to procure "professional services" as such term is defined at N.J.S.A. 40A:11-2(6) and used at N.J.S.A. 40A:11-5(1)(a)(i) and/or banking, insurance or other consulting service (hereinafter "Professional Services"), nor "extraordinary unspecified services" as such term is defined at N.J.S.A. 40A:11-2(7) and used at N.J.S.A. 40A:11-5(1)(a)(ii) and/or media, public relations, lobbying, parking garage management or other consulting and/or management service (hereinafter "Extraordinary Unspecified Services") from any Business Entity if such Business Entity has solicited or made any Contribution to (i) a candidate, candidate committee or joint candidates committee of any candidate for elective municipal office in Jersey City or a holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Jersey City or Hudson County political committee or political party committee, or (iii) to any continuing political committee or political action committee that regularly engages in the support of Jersey City municipal or Hudson County elections and/or Jersey City municipal or Hudson County candidates, candidate committees, joint candidate committees, political committees, political parties, political party committees, (hereinafter "PAC"), in excess of the thresholds specified in subsection (c) within one calendar year immediately preceding the date of the contract or agreement.
- (f) No Business Entity who submits a proposal for, enters into negotiations for, or agrees to any contract or agreement with the City of Jersey City or any of its departments or instrumentalities, for the rendition of Professional Services or Extraordinary Unspecified Services shall knowingly solicit or make any Contribution, to (i) a candidate, candidate committee or joint candidates committee of any candidate for elective municipal office in Jersey City, or a holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Jersey City or Hudson County political committee or political party committee, or (iii) any PAC between the time of first communication between that Business Entity and the municipality regarding a specific agreement for Professional Services or Extraordinary Unspecified Services, and the later of the termination of negotiations or rejection of any proposal, or the completion of the performance or specified time period of that contract or agreement.
- (g) The monetary thresholds of this Ordinance are: (i) a maximum of \$300 per calendar year each for any purpose to any candidate or candidate committee for mayor or governing body, or \$500 per calendar year to any joint candidates committee for mayor or governing body, or \$300 per calendar year to a political committee or political party committee of the City of Jersey City; (ii) \$500 maximum per calendar year to a Hudson County political committee or political party committee; and (iii) \$500 maximum per calendar year to any PAC. However, for each Business Entity party to a contract for Professional or Extraordinary Unspecified Services as defined in subparagraph (a), or engaged in negotiations for a contract defined in subparagraph (a), when such Business Entity's Contribution is aggregated with all "persons" defined in subparagraph (d)

An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

of "Definitions" above, by virtue of their affiliation to that Business Entity party, a maximum of \$2,500 to all City of Jersey City candidates, candidate committees, joint candidate committees, and holders of public office having ultimate responsibility for the award of a contract, all City of Jersey City or Hudson County political committees and political party committees as described herein combined, without violating subsection (a) of this section.

- (h) For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be (i) the City of Jersey City Mayor or Governing body, if the contract requires approval or appropriation from the Mayor or Governing body, or (ii) the Mayor of the City of Jersey City, if the contract requires approval of the Mayor, or if a public officer who is responsible for the award of a contract is appointed by the Mayor.
- (i) Rules regarding subcontractors. No person may be awarded a subcontract to perform under a contract subject to this Ordinance, if the subcontractor would be disqualified by paragraph (a) from receiving the contract at the time that the subcontract is awarded. Nor may any person who would be disqualified by paragraph (a) from receiving the contract perform substantially all of obligations described in a contract for professional or extraordinary services that is subject to this ordinance.

SECTION 2 - CONTRIBUTIONS MADE PRIOR TO THE EFFECTIVE DATE

No Contribution or solicitation of contributions made prior to the effective date of this Ordinance shall be deemed to give rise to a violation of this Ordinance.

SECTION 3 - CONTRACT RENEWAL

No contract subject to this ordinance may be renewed, extended, or materially modified unless the resulting renewal, extension, or modification would be allowable under the provisions of this ordinance if it were an initial contract.

SECTION 4 - CONTRIBUTION STATEMENT BY BUSINESS ENTITY

- (j) Prior to awarding any contract or agreement to procure Professional Services" or Extraordinary Unspecified Services" from any Business Entity, the City of Jersey City or its purchasing agents and departments, as the case may be, shall receive a sworn statement from said Business Entity which is the intended recipient of said contract that he/she/it has not made a Contribution in violation of Section 1 of this Ordinance. The City of Jersey City, its purchasing agents and departments shall be responsible for informing the City Council that the aforementioned sworn statement has been received and that the Business Entity is not in violation of this ordinance, prior to awarding the contract or agreement.
- (k) A Business Entity shall have a continuing duty to report to the City of Jersey City any Contributions that constitute a violation of this act that are made during the negotiation, proposal process or the duration of a contract. The City of Jersey City, its purchasing agents and departments shall be responsible for informing the governing body within ten (10) business days after receipt of said report from the Business Entity, or at the next City Council meeting following receipt of said report from the Business Entity, or whichever comes first.
- (l) The certification required under this subsection shall be made prior to entry into the contract or agreement with the City of Jersey City, or prior to the provision of services or goods, as the case may be, and shall be in addition to any other certifications that may be required by any other provision of law.

SECTION 5 - RETURN OF EXCESS CONTRIBUTIONS

A Business Entity that is a party to a contract for Professional Services or Extraordinary Unspecified Services may cure a violation of Section 1 of this Ordinance, if, within 30 days after the date on which the applicable ELEC report is published, said Business Entity notifies the municipality in writing and seeks and receives reimbursement of the Contribution from the recipient of such Contribution.

SECTION 6 - EXEMPTIONS

The contribution limitations prior to entering into a contract in Section 1(a) do not apply to contracts which (i) are awarded to the lowest responsible bidder after public advertising for bids and bidding therefor within the meaning of N.J.S.A. 40A:11-4, or (ii) are awarded in the case of emergency under N.J.S.A. 40A:11-6. There is no exemption for contracts awarded pursuant to a "Fair and Open Process" under N.J.S.A. 19:44A-20 *et seq.*

An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

SECTION 7 - PENALTY

- (m) It shall be a material breach of the terms of a City of Jersey City agreement or contract for Professional Services or Extraordinary Unspecified Services when a Business Entity that is a party to such agreement or contract has: (i) made or solicited a Contribution in violation of this Ordinance; (ii) knowingly concealed or misrepresented a Contribution given or received; (iii) made or solicited Contributions through intermediaries for the purpose of concealing or misrepresenting the source of the Contribution; (iv) made or solicited any Contribution on the condition or with the agreement that it will be re-contributed to a candidate, candidate committee or joint candidates committee of any candidate for elective municipal office in Jersey City, or a holder of public office having ultimate responsibility for the award of a contract, or any Jersey City or Hudson County political committee or political party committee, or any PAC; (v) engaged or employed a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any Contribution, which if made or solicited by the professional Business Entity itself, would subject that entity to the restrictions of this Ordinance; (vi) funded contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engaged in any exchange of Contributions to circumvent the intent of this Ordinance; or (viii) directly or indirectly, through or by any other person or means, done any act which if done directly would subject that entity to the restrictions of this Ordinance.
- (n) Furthermore, any Business Entity that violates Section 7 (a) (i-viii) shall be disqualified from eligibility for future City of Jersey City contracts for a period of four (4) calendar years from the date of the violation.
- (o) Any person who knowingly, purposely, or recklessly violates any provision of this ordinance, or who conspires with another person to violate any provision of this ordinance, or who, with the purpose of promoting or facilitating a violation of this ordinance, solicits another person to commit it, or aids or agrees, or attempts to aid another person in planning or committing it, shall be subject to punishment including fines and/or imprisonment as fixed by law for violations of the ordinances of the City of Jersey City.

SECTION 8 - CITIZENS PRIVATE RIGHT OF ACTION

In addition to any rights that were heretofore available, or which may hereafter be available, to citizens, taxpayers, or associations, to challenge violations of this ordinance, every person aggrieved by a violation of the ordinance, or any taxpayer or resident of the City of Jersey City has the right, consistent with the Rules of Court, to file charges in a court of competent jurisdiction, and/or to pursue a civil action for a violation of this ordinance in a court of competent jurisdiction, and to seek and obtain declaratory, injunctive, or other legal or equitable relief, including but not limited to, attorneys fees and costs, arising from or related to a violation of this ordinance.

SECTION 9 - SEVERABILITY

If any provision of this Ordinance, or the application of any such provision to any person or circumstances, shall be held invalid, the remainder of this Ordinance to the extent it can be given effect, or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby, and to this extent the provisions of this Ordinance are severable. The drafters of this Ordinance, the persons signing the petition in support of this Ordinance, and the persons who cast votes in favor of the Ordinance, declare that they would have supported the Ordinance and each section, subsection, sentence, clause, phrase, or provision or application thereof, irrespective of the fact that any one or more other sections, subsections, sentences, clauses, phrases, or provisions or applications thereof may be held invalid.

COMMITTEE OF PETITIONERS pursuant to N.J.S.A. 40:69A-186

James Carroll, 44 Terrace, Jersey City, New Jersey 07307
Steven Fulop, 76 Essex Street, Jersey City, N.J. 07302
Daniel Levin, 228 ½ Third Street, Jersey City, NJ 07302
Aaron Morrill, 209 Washington Street, Jersey City, N.J. 07302
Shelly Skinner, 286 Pavonia, Jersey City, N.J. 07302

SECTION 10 - REPEALER

All ordinances or parts of ordinances which are inconsistent with any provisions of this Ordinance are hereby repealed as to the extent of such inconsistencies.

An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

SECTION 11 - INDEXING

The monetary thresholds of "Definitions" Section (d) and Section 1(c) of this ordinance shall be increased effective March 1 of each calendar year by the percentage increase, in the prior calendar year, of the consumer price index for all urban consumers (CPI-U) for the New York-Northern New Jersey-Long Island region, rounded to the nearest \$10.00. The Clerk of the City of Jersey City shall, by no later than April 1 of each calendar year, prepare and publish the revised thresholds on the official municipal website and in an official municipal newspaper.

SECTION 12 - EFFECTIVE DATE

This Ordinance shall become effective twenty (20) days following the final adoption thereof by the Municipal Council of the City of Jersey City and shall be published as required by law.

APPROVED AS TO LEGAL FORM

APPROVED: _____

Corporation Counsel

APPROVED: _____
Business Administrator

Certification Required ☐

Not Required ☐

Ordinance of the City of Jersey City, N.J.

ORDINANCE NO. 4.A. Ord. 08-128

TITLE:

An ordinance establishing a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (Contractor Pay- to- Play Reform Ordinance)



INITIATED BY PETITION CERTIFIED AUGUST 20, 2008

RECORD OF COUNCIL VOTE ON INTRODUCTION											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
SOTTOLANO				GAUGHAN				BRENNAN			
SPINELLO				FULOP				FLOOD			
LIPSKI				RICHARDSON				VEGA, PRES.			

✓ Indicates Vote **JAMES F. WADDETON** **AARON MORRILL** **JAMES CARROLL** N.V.-Not Voting (Abstain)
BRET SCHUNDLER **RAYLIE VUNKEL** **SEBASTIAN BERNHEIM**
STEVE DAVISON **TOM GIBBONS** **HEATHER TAYLOR**
TOM WILEN **SHELLEY SKINNER** **DANIEL LEVIN**

RECORD OF COUNCIL VOTE TO CLOSE PUBLIC HEARING											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
SOTTOLANO	✓			GAUGHAN	✓			BRENNAN	✓		
SPINELLO	✓			FULOP	✓			FLOOD	✓		
LIPSKI	✓			RICHARDSON	✓			VEGA, PRES.	✓		

✓ Indicates Vote **DAN FALCON** **YVONNE BALZER** N.V.-Not Voting (Abstain)
ANTHONY MORELLI
ANDREW HUBSCH
MAHALEY BOWLES

RECORD OF COUNCIL VOTE ON AMENDMENTS, IF ANY											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
SOTTOLANO				GAUGHAN				BRENNAN			
SPINELLO				FULOP				FLOOD			
LIPSKI				RICHARDSON				VEGA, PRES.			

✓ Indicates Vote N.V.-Not Voting (Abstain)

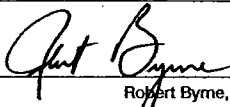
RECORD OF FINAL COUNCIL VOTE											
COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.	COUNCILPERSON	AYE	NAY	N.V.
SOTTOLANO	✓			GAUGHAN	✓			BRENNAN	✓		
SPINELLO	✓			FULOP	✓			FLOOD	✓		
LIPSKI	✓			RICHARDSON	✓			VEGA, PRES.	✓		

✓ Indicates Vote N.V.-Not Voting (Abstain)

Initiated by Petition Certified August 20, 2008

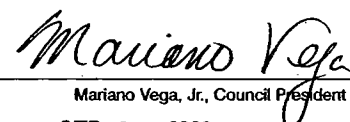
Adopted on second and final reading after hearing on SEP 03 2008

This is to certify that the foregoing Ordinance was adopted by the Municipal Council at its meeting on SEP 03 2008

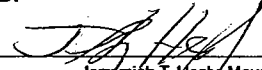

 Robert Byrne, City Clerk

*Amendment(s):

APPROVED:


 Mariano Vega, Jr., Council President
 Date: SEP 03 2008

APPROVED:


 Jeremiah T. Healy, Mayor
 Date: SEP 05 2008
 Date to Mayor SEP 04 2008

**CERTIFICATION OF COMPLIANCE WITH THE CITY OF JERSEY CITY
CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE 08-128 ADOPTED
ON SEPTEMBER 3, 2008**

PART I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (name of business entity) has not made any reportable contributions in the **one-year period preceding _____ (date City Council awards contract) that would be deemed to be violations of Section One of the City of Jersey City's Contractor Pay-to-Play Reform Ordinance 08-128 (attached hereto) and that would bar the award of this contract. I further certify that during the term of the contract _____ (name of business entity) will not make any reportable contributions in violation of Ordinance 08-128.

PART II - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____
—

Signed _____ Title: _____
—

Print Name _____ Date: _____
—

Subscribed and sworn before me _____

this ____ day of _____, 2____.

My Commission expires:

—

(Affiant)

(Print name & title of affiant) (Corporate Seal)

****Pursuant to Section 2 of Ordinance 08-128, no contributions or solicitation of contributions made prior to the effective date Ordinance 08-128 (September 23, 2008) shall be deemed to be a violation of the Ordinance.**